

Los Alamos

NATIONAL LABORATORY

memorandum

PROJECT MANAGEMENT TEAM

To/Mail Stop: Distribution

From/Mail Stop: Bryan Koehler, PM-DS, H822

Telephone/FAX: 667-3585/ 667-0449

Symbol No: PM-DS/CP-003/03-001

Date: August 19, 2003
1197-T053-1504-001-03

SUBJECT: CONSTRUCTION MEETING NO. 1 SUMMARY, CCF/LDCC Cooling Plant Upgrades Project, PI NO. 100256

For your use, please find the summary of construction Kick-off meeting held on August 19, 2003. If you have any deletions, additions and/or modifications, please contact me within seven calendar days of the meeting date. I will incorporate agreed-upon comments and issue a revised meeting summary as necessary. If comments are not received within seven days, this summary will be considered an accurate record of the meeting.

Thank you.

Attachment A: Meeting Summary Documentation, Meeting Summary, August 19, 2003

Distribution:

Nicholas J. Nagey, LANL, Deputy Director, CCN nagy@lanl.gov

Kenneth J. Schlindwein, LANL, FWO-CCN-FM, kjs@lanl.gov

CC:

Dale Kemp, LANL, SUP-1 dalekemp@lanl.gov

Doug Hefe, LANL, CCN-18, hefele@lanl.gov

Ross Sanchez Cross Connection ccinorth@computerationx.com

MEETING SUMMARY

TA-53 CCF/LDCC Cooling Plant Modifications, PI 100256
10:00 P.M., August 19, 2003 at Old LANB Bldg next door to Metzgers Hardware in downtown Los Alamos,
2nd Floor Conference Room
WEEKLY CONSTRUCTION PROJECT MEETING Construction Kick-off

Introduction of team members.

I. SAFETY ISSUES

1. Safety Plan/AHA review.

- Safety Plan approved under previous BOA contracts.
- AHA will be divided into two separate AHA's. One AHA will be for Cooling Tower work, and the second AHA will be non-Cooling Tower scope. 2 copies of each are required to be delivered to Phil Romero and to Dale Kemp.

2. Review of daily safety inspection reports.

- N/A for this meeting
- Cross Connection conducts Safety meeting every morning at the job site

3. Review of weekly safety meeting topic:

- N/A for this meeting

4. Issues of concern from project team, clients, others.

- N/A.

II. SCHEDULE ANALYSIS

1. Work Performed Last Two Weeks

- N/A

2. Review of two-(2) week Look-Ahead schedule

- Submit Schedule of Values (**Ross Sanchez, Cross Connection**)
- Submit detailed construction schedule(**Ross Sanchez, Cross Connection**)
- Submit AHA (**Ross Sanchez, Cross Connection**)
- Above required for Notice to Proceed to be issued (**Ross Sanchez, Cross Connection**)
- Prepare Submittal Log (Jarett Granich, DMJMH+N)

3. Progress To Date – Project is currently 0% complete overall.

4. Other Issues

- Bridgers and Paxton - Engineering Drawings for the Controls conduit routing does not match on Electrical Drawings and Mechanical Drawings. .
- Cross Connection - Escorting requirement must be confirmed. Bud Schultz (CCN-DO) will confirm the requirements and relay information to Dale Kemp (SUP1) and Ross Sanchez (Cross Connection).
- Cross Connection- Ingress times required for access through Station 100. Cross Connection would like to start as early as possible to avoid conflict with Lab employees arriving at work.

III. CROSS CONNECTION MEETING ISSUES

1. Cross Connection action items – N/A

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IV. STANDARD MEETING ISSUES & UPDATES

1. Request for Information (RFI) Log. (Send to Jarett Granich, DMJMH+N)
 - Design Clarification for new wall sealant. (Waiting for formal RFI to give #)
 - Phasing Coordination/Engineering review of contractor's schedule – Doug Hefelee, LANL, CCN-18, Ross Sanchez, Cross Connection, David Walker, Bridgers and Paxton to meet and review the phasing strategy that Bryan Koehler, LANL developed. (Waiting for formal RFI to give #)
 - Clarification to ensure Mechanical Equipment (BVDs and ASDs) will match when assembled.
2. Design Change Notice (DCN) Log.
 - DCN #001 Reserve
3. Contract Change Order / Modification Log.
 - 001 – Reserve
4. Submittals. (Send to Jarett Granich, DMJMH+N)
 - Approximately 0% of the submittals have been received by HN.
 - Submittal #001 Reserve
5. Information
 - Standard Meeting will be held every Thursday morning, time and location will be confirmed by Bryan Koehler. Meetings will be kept to approximately 1 hour.
 - Construction Schedule is approximately 260 days
 - All RFI's and DCN's will be submitted to DMJMH+N, Jarett Granich. These documents will be issued a tracking number and distributed.
 - The contractor will not deviate from original design without a Design Change Notice.
 - Building Coordinator (Phillip Ulibarri, 665-4392) is to be contacted for all building outages, construction activities, reconfiguration of any systems.
 - All reconfiguration (i.e. valves, electrical etc.) is performed by LANL. Contacts - Doug Hefelee or Phillip Ulibarri.
 - Cross Connection will deliver two (2) sets of Construction catalog sets to Dale Kemp and he will pass on to DHMJH+N and Bridgers and Paxton for reference.
 - Cross Connection will have the AHA, Safety Hazard Analysis, Excavation Permits, Safety Plan, Labor Notices, etc in plain view located in the Construction Office
 - Training Includes: Site Specific Training, Escort Training, and Building Emergency Training.

V. REVIEW OF ACTION ITEMS FROM CONSTRUCTION PROJECT MEETING NO. 0 (8/06/03)

1. LANL Contract Administrator needs the signed contract, bonds, certificate of insurance, to include certificates from its subcontractors, before the Notice-to-Proceed can be issued. Approved AHA is required before Notice to Proceed is awarded.

VI. ISSUES OF CONCERN

1. **Cross Connection** - Starting Times/Access thru Station 100
2. **Cross Connection** – Phasing schedule of work.

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3. The SCADA Panels in the Plenum Area (entire basement) are extremely sensitive to smoke, grinding welders etc. With advance notice (log on daily schedule, Lee Dalton – 667-7171) SCADA Panels can be turned off for a certain duration of time for work to be performed. Panels will be re-energized every evening.
4. Doug Hefe, LANL Facility Mechanical, must be notified to have Cooling Tower shutdown for work to be performed by Cross Connection. Contract calls for 10 Days notice.
 - Contractor to supply own escorts
 - Contractor raised questions concerning safety issues in working in the well of the Cooling Tower:
 1. Is the Cooling tower Energized? No
 2. What type of Lock Out is on the Fill Valve? Orange Locks on the Fill valve Pumps
 3. No apparent hazard identified in the well of the Cooling Tower
 4. No Lock out Tag out will be required for working on the Cooling Tower
 5. No work will be done on the fan mechanism on the deck.
 6. One pump and diverter crane to be installed with new electrical panel to power both. Final electrical terminations to be done by LANL. Until that point, LOTO requirements will be on feeder panel.
 - 10 days notification is required for system outages. LANL uses a switch over plan. Phillip Ulibarri or Doug Hefe are primary contacts for outage requests.

VII. ACTION ITEMS

Item	Description	Responsible	Target Date	Pending (P) Completed (C) Cancelled (CL)	Comments
1.	Paper work required for Notice to Proceed to be issued.	Ross Sanchez, Cross Connection	By next meeting 8/28/03	P	Notice to Proceed will not be issued until applicable paperwork is delivered
2.	Submit detailed construction schedule	Ross Sanchez, Cross Connection, Bryan Koehler, LANL, David Walker, Bridgers and Paxton	Week of 8/25/03	P	LANL. Cross Connection, and Bridgers and Paxton will schedule meeting for week of August 25 th , 2003.
3.	RFI – Cross Connection to issue three RFI's. Deliver to Holmes and Narver	Ross Sanchez, Cross Connection/ Jarett Granich DMJMHN	By next meeting 8/28/03	P	Form to be sent to Ross Sanchez from Jarett Granich
4.	CCN-DO will confirm ingress times through Station 414 for Cross Connection	Bud Schultz CCN-DO	By next meeting 8/28/03	P	

VIII. MEETING HAND-OUTS

1. N/A

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IX. MEETING ATTENDEES

Name	Phone	Group	Email
Bryan Koehler	7-3585	PM-DS	bkk@lanl.gov
Dale Kemp	7-7700	SUP-1	dalekemp@lanl.gov
David Walker	505-883-4111	Bridgers and Paxton	dfw@bpce.com
Karen Rose	661-1801	DMJMH+N	Karen.rose@dmjmh.com
Jeff Sims	661-1801	DMJMH+N	Jeff.sims@dmjmh.com
Bud Schultz	5-8098	CNN-DO	bls@lanl.gov
Angela Sanchez	550-2650	Cross Connection	ccinorth@computeration.com
Jarett Granich	661-1801	DMJMH+N	Jarett.granich@dmjmh.com
Sam Cordova	689-2480	Electrical Insigna	electricalinsigna@latierro.com
Mah Weber	7-4025	DOE/NNSA/OPM	mweber@doeal.gov
Gene Maes	747-4868	Cross Connection	
Mark Sanchez	747-4868	Cross Connection	
Ross Sanchez	747-4868	Cross Connection	ccinorth@computerationx.com
Gene Ray	747-4868	Cross Connection	
John Thomas	401-1382	SET Tech/Cross Connection	setservices@cs.com
Ed Waite	5-6170	FWO-MSE	Edmund@lanl.gov
Doug Hefe	7-8384	CCN-18	hefele@lanl.gov
Alan Gibson	5-2622	CCN-18	gibsona@lanl.gov

Other Important Contacts/Members of the Team

Kirk Binning	binning@lanl.gov
Lee Dalton	lad@lanl.gov
Phillip Ulibarri	phillip@lanl.gov